Effective Date Statewide: 3/05	Revision Date
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### **CASHIER CASH COUNT / CUTOFF**

## **Description:**

Cashiers use this screen at the end of a journal day to record the charges, checks and cash that have been receipted.

#### Reference:

Accounting Manual

#### Overview:

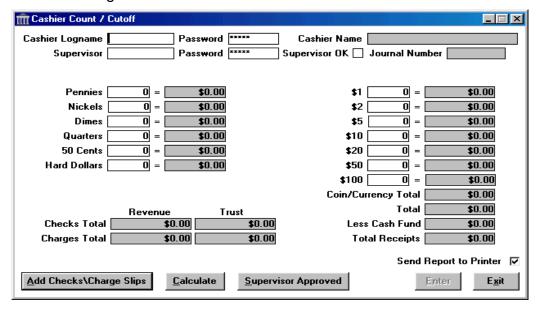
Clerks taking payments of any kind, revenue or trust, must count their funds at the end of the journal day, which is determined by court location.

# **Procedure/Computer Entry**

1. From the Primary menu screen select **Cashiering.** 

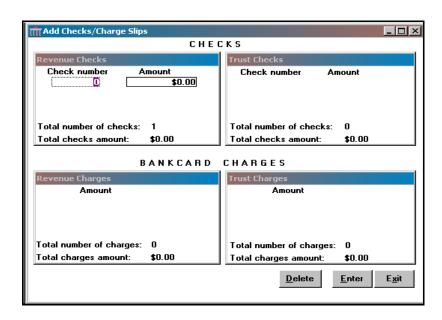
#### **CASHIER CASH COUNT / CUTOFF**

- 2. Enter password. Select >Cash Count!
- 3. Enter login name.



- 4. Enter all Coin/Currency amounts. (Refer to local policy in re: Cash Fund).
- 5. To add checks and charge slips, select **Add Checks/Charge Slips** button.

Use the enter key to create a new line. To get to the next category use the tab key. When all entries are complete, select **Enter**.



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r the check number and amount of all revenue checks received.

- b. Enter the amount of each revenue charge.
- c. Enter the check number and amount of all trust checks received.
- d. Enter the amount of each trust charge.
- e. After entering checks and charge slips, select the **Enter** button.
- 6. If the amount includes a change fund that is not automatically accounted for in the Cash Count refer to local policy to account for a procedure. (The computer automatically calculates totals and subtracts cash fund.)
- 7. Upon returning to the Cashier Count / Cutoff screen, select **Calculate**.
- 8. A supervisor or designated clerk must verify and approve cash count.

  After verifying the totals are correct, a supervisor or designated clerk will enter name and password, then select **Supervisor Approved.**
- 9. Select the **Enter** button following approval.
- 10. A cash count report is automatically sent to the printer.
- 11. Sign Cashier Count Out Form. Supervisor or designated clerk will sign as verifier.